

Village of Northport

-Incorporated in 1894-

224 Main Street

Northport, New York 11768

Phone (631) 261-7502 Fax (631) 261-7521

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Records Access Officer:

I hereby apply to inspect the following records (where possible furnish, date, title, file designation or other information to help identify the record):

Representing: _____
(please print)

Name: _____ Phone Number: _____

Address: _____

I certify that the purpose of the examination is not to obtain names and addresses for commercial or fundraising purposes.

Signature: _____ Date: _____

FOR VILLAGE USE ONLY

Approved: _____

Denied for reason(s) checked below:

_____ Confidential Disclosure

_____ Part of investigatory file

_____ Unwarranted invasion of personal privacy

_____ Record of which this agency is the legal custodian can not be found

_____ Record is not maintained by this agency

_____ This agency is not the legal custodian of record

_____ Exempted by statute other than F.O.I. Act

_____ Other (Specify: _____)

_____ Receipt of this is acknowledged. There will be a delay in supplying the requested record until _____

For the following reason: _____

Signature

Title

Date

(Notice: You have the right to appeal a denial of this application to the Mayor, who must fully explain the reasons for such denial in writing within seven days of receipt of appeal.)